



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Anthony Seay,
Administrative Analyst 4 (S0512V),
Department of Corrections

Examination Appeal

CSC Docket No. 2018-1939

ISSUED: OCTOBER 3, 2018 (ABR)

Anthony Seay appeals the determination of the Division of Agency Services (Agency Services), which found that he did not meet the experience requirement for the open competitive examination for Administrative Analyst 4 (S0512V), Department of Corrections.

The subject examination was announced with a closing date of June 22, 2017 and was open, in part, to applicants who possessed a Bachelor's degree and four years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency. Applicants could substitute possession of a Master's degree in Public Administration, Business Administration, Economics, Finance or Accounting for one year of the required experience. A total of 277 applicants applied for the subject examination, which resulted in an eligible list of 83 eligibles that promulgated on February 15, 2018 and expires on February 14, 2020. A certification from the eligible list (OS180131) was issued on February 26, 2018, resulting in the appointment of one eligible to the subject title. Eighty-one eligibles presently remain active on the subject eligible list.

On his application, the appellant indicated that he possessed a Master's degree in Administration. Therefore, pursuant to the substitution clause for education, he needed to possess three years of applicable experience for the subject

examination. With regard to his experience, the appellant indicated that he served as an Administrative Analyst 3¹ from February 2015 to the closing date (June 2017), as a Human Resource Consultant Trainee from July 2013 to June 2014, and as a Training Manager/Coordinator with the United States Army (Army) from July 2008 to March 2013. Based on the foregoing, Agency Services credited the appellant with two years and five months of applicable experience based upon his service as an Administrative Analyst 3. However, it did not credit any of his remaining experience, as there was no indication that he performed applicable duties in those positions. Therefore, he was deemed ineligible for the subject examination because he lacked an additional seven months of the required experience.

On appeal, the appellant argues that his experience as a Training Manager/Coordinator should have been deemed applicable experience for the subject examination. In this regard, he submits that his service as a Training Manager/Coordinator was previously credited towards the experience requirements for the Administrative Analyst 3 (S0730R) and Administrative Analyst 4, Fiscal Management (PS2457I) examinations to which he had previously been admitted. The appellant also submits, in relevant part, a copy of his resume which reiterates the duties described in his application word for word. Specifically, in his application and on appeal he states that as a Training Manager/Coordinator, he used “best practices in adult learning theory and Instructional Systems Design (ISD) to plan, manage and evaluate the effectiveness of courses;” executed a fiscal budget; oversaw approximately 20 instructors and provided them with feedback; helped the Army save \$800,000 in training costs “through the evaluation of programs, budgets and administrative practices;” oversaw the operations of the Army’s Sea Girt Regional Training Institute (Sea Girt); effectuated purchases of housing, meals, equipment and other resources; and coordinated and instructed technical courses.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)2 provides that applicants must meet all requirements specified in an open competitive examination announcement by the closing date.

Agency Services correctly credited the appellant with seven months of applicable experience for the subject examination based upon his service as an Administrative Analyst 3. On appeal, the appellant argues that his experience as a Training Manager/Coordinator should have been deemed applicable experience for the subject examination, particularly as it was previously accepted for the Administrative Analyst 3 (S0730R) and Administrative Analyst 4, Fiscal Management (PS2457I) examinations. At the outset, it is noted that each

¹ The appellant was initially appointed to the title of Administrative Analyst 2. However, after a change in the State Classification Plan was approved, the appellant’s title became Administrative Analyst 3, effective December 12, 2015.

examination is announced as a separate entity and eligibility for one examination has no bearing on another. *See In the Matter of Susan Jurden and Mark O'Sullivan* (MSB, decided May 19, 2004). Thus, the appellant's admission to a prior examination for a lower-level title and a different title variant within the same title series does not provide him with an entitlement to eligibility in this matter. Rather, it is necessary for the Commission to review his experience. Based upon that review, the Commission finds that Agency Services correctly deemed the appellant ineligible for the subject examination. In this regard, in order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). Here, the appellant needed to possess an additional seven months of experience in review, analysis, and evaluation in one or more specified areas *and responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency*. A review of appellant's application and his appeal fails to demonstrate that his experience as a Training Manager/Coordinator was applicable. The appellant states that he reviewed the performance of instructors and students, was responsible for the acquisition of supplies and equipment, and achieved certain cost savings. However, the record evidences that the core focus of his work as a Training Manager/Coordinator was overseeing an instructional program and operations at Sea Girt, supervising instructors and leading courses. His vague description of relevant duties in his application and on appeal suggests that any relevant analytical work he performed was merely an incidental part of his duties. Thus, it is not considered applicable experience for the subject examination. Additionally, there is no indication in the record that his experience as a Human Resource Consultant should have been deemed applicable. Accordingly, the appellant has not met his burden of proof and there is no basis to disturb the decision of Agency Services.

ORDER

Therefore, it is ordered that this appeal be denied.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 3RD DAY OF OCTOBER, 2018



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